



# Employment Opportunity

## Management Analyst 2

Range 44 \$2774 - \$3540 monthly

Recruitment: 622-2006

Opens: January 12, 2007

Closes: January 19, 2007

**Location:** Business Services, Licensing Division  
Located in Olympia

**Job Summary:** In the Licensing Division, researches and analyzes licensing data for the Licensing Manager and assists with the development of outreach campaigns, products, legislative activities, and policies and procedures for the agency's WILD system. The key job responsibilities of this position include:

- Using originality and independent judgment to identify problem areas and suggest needed modifications and improvements to processes.
- Studying existing performance standards and recommending changes; establishing a reporting system to help ensure that licensing goals are met.
- Assisting licensing management in establishing and maintaining effective relations with internal licensing units, dealerships, non-profit organizations, agency programs and external state and federal agencies.
- Communicating the division's position on license issues; developing cooperative communications, discussing challenges and exploring solutions and alternatives.
- Maintaining a level of expertise in licensing rules, regulations, policy, procedures, legislation and technical expertise in automated licensing applications.
- Assisting in the development and analysis of legislation pertaining to commercial and recreational license sales. Assisting with the planning of and participating in conferences and workshops.

**Key Competencies.** In order to perform these duties, the employee must have:

- A working knowledge of WDFW statutes, rules, policies, procedures and processes is vital in this position
- Expert knowledge of the WILD sales software and hardware.
- Expertise in Licensing's processes and procedures and knowledge of how and which forms pertain to functionality within the Division.
- A working knowledge of POS machines related to WDFW recreational license sales.
- Verbal and written communications skills, and the ability to work effectively as an advocate for the Division's programs
- Ability to install WILD system hardware and software, troubleshoot and identify problems

### Working Conditions:

Normal working hours are 8 to 5 Monday thru Friday in an office atmosphere, with the use of exchange time for periods of high divisional activity, project completion, or offsite activities.

### Required Qualifications. To qualify for this position, you must have:

A Bachelor's degree, involving major study in public administration, business administration, industrial psychology, industrial sociology, industrial engineering or closely allied field.

AND

Two years of experience performing management or administrative analysis.

Management or administrative analysis is interpreted to mean performance in a position which has been specifically and regularly assigned responsibility for planning and conducting organization, administrative, systems, methods, personnel or budget and finance studies and surveys leading to program evaluation and improvement. Such experience is normally gained in a staff agency or staff position.

A Master's degree in a field mentioned above may be substituted for one year of non-technical experience at all levels.

Experience may substitute year for year for the education.

**Preferred Qualifications: Preferred applicants will also have:**

- Experience that provides a working knowledge of WDFW statutes, rules, policies, and procedures.
- Experience working with the department's WILD system.

**Notes:**

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

**How to Apply:**

To apply for this position, submit a Washington State Application and a detailed letter of interest to **Cheryl Gardner, Human Resource Office, 600 Capitol Way N, Olympia, Washington 98501** or e-mail [gardnclg@dfw.wa.gov](mailto:gardnclg@dfw.wa.gov).: **All materials must be received in the Human Resource Office by the close of business on January 19, 2007.**

Your letter of interest must specifically include:

1. A description of how you meet the **key competencies** for this position. Describe the previous training and experience that provides you with the knowledge and skills described above under "key competencies."
2. A description of your work experience and education that meets the **required and preferred qualifications** listed above. Be specific in listing positions held, including employer, job title, and a description of duties performed. Be sure that this information is also shown on your employment application.

*The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.*